



Meeting Date	19 July 2023
Location	55 Abel St, Boyup Brook – Shire Chambers
Time	11:00
Videoconference Link	MS Teams

1. Administration ask that **RECORDING Permission** be allowed by all attendees.

1.1. Open Meeting @11:09AM

1.2. Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

1.3. Attendance and Apologies

Invite sent to:

Name	Organisation	Attended	Apologies
Cr Richard Walker	Shire President	✓	
Leonard Long	Chief Executive Officer	✓	
Jason Forsyth	Manager Works & Services		✓
Carolyn Mallett	Deputy Chief Executive Officer	✓	
Angela Hales	St John Ambulance		✓
Cr Darren King	Councillor	✓	
Donna Forsyth	LEMC - XO	✓	
Acting Sgt/Snr Constable Sarah Cole	WA POL	✓	
Snr Constable Daniel Drummond	WA POL	✓	
Ben Thompson	CBFCO		
Tristan Mead	X-Ray 1		
Brad Skraha	X-Ray 2		
David Fortune	X-Ray 3		
Brad Fairbrass	X-Ray 4		
Clinton (Arky) Wawilow (Capt)	DFES (Boyup Brook)	✓	
Roma Boucher	Department of Communities	✓	
Lynne Schreurs	SJAA (Boyup Brook)		
Paige Weaver	Health Service Blackwood Region	MS Teams	
Erin Kenny	Dept. of Communities - Collie		✓
Julie Webber	Dept. of Primary Industries and Regional Development – Agriculture and Food Div.		✓
Mel Robertson	Water Corporation		✓
Nathan Hall (District Officer – Emergency Management)	DFES		
Chris Sousa (Area Officer)	DFES		✓
Jodi Nield	Boyup Brook CRC	✓	
Erin Hutchins (District Emergency Mgmt. Advisor)	DFES	✓	
Chris Doherty	Bushfire Mitigation Coordinator	✓	

1.4. Confirmation of the minutes from the previous meeting – 3 May 2023

Moved: [Cr. D. King](#) Seconded: [Mr C. Doherty](#)

1.5. Correspondence In / Out

- 1.5.1. 230523 – DFES - CONSULTATION REQUEST: State Hazard Plan - Severe Weather – Forwarded to members
- 1.5.2. 230530 – DFES - CONSULTATION REQUEST Emergency Risk Management Planning – forwarded to members
- 1.5.3. 230530 – DFES - Amendments to suite of State Emergency Management Documents – forwarded to members – Document printed - State EM Policy Communique May 2023
- 1.5.4. 230601 – DFES - CONSULTATION REQUEST Restricted Access Permit System – Forwarded to members
- 1.5.5. 230612 – MATT COLE – Resignation from LEMC as VFRS representative
- 1.5.6. 230620 – SoBB – Submitted LEMC Annual Report Survey 2023 - DFES
- 1.5.7. 230627 – DFES – AWARE 23/24 Key Round Documentation
- 1.5.8. 230630 – Dept. Communities – LEWP – SouthWest (Boyup Brook-Collie) Forwarded to members – to be tabled at item 3.1.1 (LEWP – South West – Collie Office – Boyup Brook, Collie Local Governments – May 2023)
- 1.5.9. 230710 – DFES - Draft LEMC Annual Business Plan
- 1.5.10. 230711 – SESVA - July Newsletter
- 1.5.11. 230712 – DFES - Memorandum of Understanding (MOU) for the provision of mutual aid during emergencies and post incident recovery
- 1.5.12. 230717 – DFES – DEMA report 1st quarter – tabled at item 3.1.3
- 1.5.13. 230718 – Dept Communities – SoBB – LEMC Agency Report July to Sept 2023 – tabled item 3.1.1.

No business arising from correspondence in or out.

1.6. Review of Action List and Business arising

Item:	Owner:	Status
REMOVE MATT COLE FROM VFRS CONTACTS	Donna Forsyth -XO	Action Completed
Add Snr Constable Daniel Drummond to LEMC contact list - WAPOL	Donna Forsyth -XO	Completed
Provide EM maps x2	Chris Sousa	Completed
Discuss meeting dates for LEMC	Chairperson	At the last meeting it was put forward to reduce the LEMC meetings to 3 per year. XO highlighted that the 4 meetings per year mirrored the meetings held by the DEMC and SEMC and that made it easier for reporting purposes. It also meant that this meant there would need to be more achieved at less meetings in regards to meeting our objectives under the State EM Preparedness Guide. Erin (DEMA) has also

		<p>stated that reduction of meetings/year also aligned with some LGs not meeting their objectives. Vote was taken and it was decided to continue with quarterly meetings – Action Completed</p>
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1.7. Review of Emergency Contact List

- 1.7.1. Welcome new CEO – Leonard Long – Details added to Contact List
- 1.7.2. Snr Constable Sarah Cole is current acting Sargeant @ Boyup Brook Police station. Sargeant Phil Huggins has left and replacement to be announced in the near future
- 1.7.3. Welcome new Chief Bushfire Control Officer – Ben Thompson who will be supported by the previous Chief Tristan Mead as his Deputy
- 1.7.4. Are there any other updates for the Emergency Contact List?

Updates suggested for the contacts list and noted in Action Items below.

1.8. Guest Presentations

- 1.8.1. Michael Nix to discuss his software development – Emergency Mapping/Location Tool

<http://wanm.ddns.net/Spotter/FireMap.htm?c=GF85-63&z=10>

Michael presented a brief overview and demonstration of his Fire Mapping tool that he has created in his own time. The tool allows for current information such as LG area boundaries, BFB boundaries, DPAW/DFES prescribed burns locations, hotspots, fire map references, GPS locations, distance measuring tool, flight Radar, road closures, weather, radio channels, dwellings and residents name (accurate as of 2016 fire map), vehicle tracking and much more. One of the benefits is that a fire could be located via the uploading of a photo of the fire/smoke from a couple of reference points and it's accuracy was within approximately 100m.

He has developed this for his own use using publicly accessible services and apps and has combined them into a on access tool. After development he realised that it might be a useful tool for the Shire of Boyup Brook Emergency management teams.

The information is predominantly lower SW region as this is the data he has most need for although could be expanded if required. It is currently available online via the link above and is run from Michael's own server.

Questions asked included:

Q. How current was the data? A. Most of the data was from platforms which update every ten minutes or so.

Q. Is it legal to use this data? A. Currently most data is from publicly accessible platforms and Michael's own local knowledge. He is not sure if it is a breach of access terms to use it this

way and has suggested that legal advice on the database would probably be beneficial before the database was distributed to EM members.

Q. Is the database easily moved to another server if required? A. If extra data was required on the database it may need to be moved to a larger server. This would come with a cost.

Q. Do all photos hold GPS coordinates? Photos can be uploaded from a drone which always have pretty accurate GPS coordinates embedded in the picture. Mobile phone pictures do have GPS coordinates embedded in the pictures, although they are not always accurate.

Q. If you did not have access to the database to upload the photo, could you send the photo via text to someone who does? A. No, when you send a photo this way or by messenger, WhatsApp etc, to someone else the GPS information is stripped from the image. If you emailed the image, it should retain this information.

Meeting consensus was that we should investigate the legalities and licensing agreements involved with the information used on the database and that the tool, as it is, would be a great source of information during an incident or emergency. DFES do have a similar tool which is not accessible to the BFB and other EM agencies unless it is deemed a significant emergency. Use of this tool would assist in the location of fires after a lightning storm and decrease time it takes to respond. It would also assist in decision making by the IC as it was able to estimate the arrival of resources such as water bombers or fire units if they were trackable via the database.

2. Standard Reporting

2.1. **Post Incident Reports – NIL**

2.2. **Post Exercise Reports – Carolyn and Donna have recently attended a WALGA training session – Emergency Management for Local Government Leaders. Donna has a post exercise report. Copy in Appendix – item 1.**

2.3. **Exercise – Deputy CBFCO – Tristan Mead to present:**

2.4. **Local Emergency Management Arrangements LEMA update**

2.4.1. Shire currently in discussion with Chris Widmer (Angelika – Grants)
Seeking project timeline, scope and cost. – On-going.

Erin (DEMA) has stated that she can help with a second contact if this falls in the procurement category of requiring two quotes. Offer accepted by XO to source a second quote.

XO stated that an hourly quote has been received by Chris Widmer and that he has suggested a total of 48 hours. XO feels that incorporating a few more workshops to be held at other locations and/or with community groups may be beneficial to sourcing good data and that would mean an increase on the predicted 48 hours. The AWARE grant submissions open mid – August and we are sourcing information for the submission with the shire grants officer.

2.5. Emergency Risk Management update

Nil

3. Agenda Items

3.1. Agency/Member Reports

- 3.1.1. **Dept of Communities** – Roma Boucher: *Tabling of the Local Emergency Welfare Plan Feb 2023* – Report Attached – item 2.

Roma advised that the LEWP will need to be endorsed by Council.

- 3.1.2. **WAPOL** - Sarah Cole

Sarah is currently acting OIC. Martin Baraiolo is due to start in Boyup Brook in the next week. There has been an increase of MVA over the last few months. No significant incidents to report.

- 3.1.3. **DFES** – Chris Sousa/Erin Hutchins – Report Attached – item 3
3.1.4. **VBFB** – Ben Thompson – not present
3.1.5. **SJA** – Angela Hales

Apologies received from Angela. She did ask that it was noted that SJA currently does not have enough volunteers to fill shifts and has had to pass over jobs due to inability to find volunteers to respond.

- 3.1.6. **Dept. Health** – Paige Weaver

Paige had lost Teams connection. Text was sent to see if she would like to reconnect. No reply received.

- 3.1.7. **Boyup Brook VFRS** – Arky Wawilow

AGM has been held by VFRS and there have been no changes to position holders – Arky is the continuing Captain, Gyula is the lieutenant. VFRS have attended a few incidents within town and out. One incident was a vehicle fire with WAPOL and SJA in attendance. Incident control coordination worked well.

- 3.1.8. **DPIRD** – Report Attached – item 4
3.1.9. **Boyup Brook CRC** – Jodi Nield

CRC have just released the new Community Directory. They have updated as per received information and kept information that was previously within the directory. This means that some information may not be current within the directory and if found, they would appreciate the information so that they can update their live version on the CRC website. This will make this a very useful tool during an emergency. They have been a part of Drought Preparedness workshops. This is to do with a joint application the SW NRM and Blackwood Basin Group. CRC were the facilitators for the project.

3.2. General Business

Carolyn noted that there were Red Cross Workshops happening that she had heard on the ABC radio – she wondered whether something like this would be suitable to be held in Boyup Brook.

On 10 July, Resilience and Recovery Project Officer, Rebekah Martin, and ES volunteers, Raelene Palmer and Marie Gardiner, packed up the team's new Mobile Hub Toyota van and headed off to the Great Southern region for a two-week roadshow to build resilience capabilities through delivery of Red Cross resilience programs and workshops to community organisations, groups and individuals. The team also provided pre-recovery training to the



local governments and local emergency services to build their own individual and community resilience to emergencies.

Committee decided that this could be investigated further. – Action Item.

4. Quarterly Reporting

Quarter 1: (Jul-Aug-Sep)	1. LEMC Business Plan Tabled 2. Develop annual meeting schedule 3. Exercise date for financial year
Quarter 2: (Oct-Nov-Dec)	Seasonal review State Preparedness Report Review
Quarter 3: (Jan-Feb-Mar)	LEMC Business Plan Developed
Quarter 4: (Apr-May-Jun)	Complete annual Preparedness Survey and Annual Report Exercise Schedule developed

1. LEMC Business Plan Tabled

- a. Hard copy supplied to attending members, electronic copy to be emailed to all LEMC members. Committee to keep as a working document and to reference at each meeting to ensure development of strategies and preparedness projects.

2. Develop annual meeting schedule

- a. 1st – 19 July 2023
- b. 2nd – 4 Oct 2023
- c. 3rd – 7 Feb 2024
- d. 4th – 3 Apr 2024

3. Exercise date for financial year

- a. Planning of a field exercise later in the year, 4 Oct 2023 – BFB facilitated.
- b. Desktop exercise – 7 Feb 2024. STORM - DFES facilitated.

All the above dates are tentative and may change.

5. Next Meeting

Date:	TIME:	Venue:	Comment:
4 OCT 2023	11.00am	Shire Chambers	2 nd Qtr

6. Meeting Closed

Time: 12.54pm

Presiding Member

Date

Action Items:

Item:	Owner:	Status
1.7 Updates to LEMC contact List: Remove Lynne Schruers CEO Phone Number update. Add new Sargeant. Change DFES to VFRS for Arky. Change Chris Sousa – Area to District Officer	XO	Completed
1.8 Follow up – Legalities involved with use of Michael Nix’s database by BFB and other local EM agencies	XO	Active:
2.3 Make appointment with Chris Sousa and Erin Hutchins re: Desktop exercise	XO	Active:
2.4 Obtain second LEMA update consultant contact from Erin (DEMA)	XO	Completed.
3.1.1 Send LEWP (May 2023) to Shire Exec Officer for inclusion in council meeting agenda	XO	ACTIVE
3.2 Enquiries regarding Red Cross Workshops – general Business	XO	Spoke to Louise Stokes Red Cross Coordinator Nannup and obtained best contact details for program - Katrina Skipworth – Red Cross Coordinator SW 0437 989 602 – Ongoing.